



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान (नाइसर), भुवनेश्वर
NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
BHUBANESWAR

No. Admin/TC/2017-18/ 311

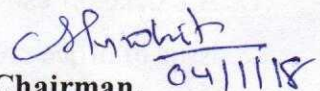
Date: 04/01/2018

GUIDELINES FOR BOOKING OF AIR TICKET(S)

Consequent upon formation of Transport Committee, following guidelines have been devised for booking of air tickets in NISER after taking views / suggestions of all section heads / departmental heads.

1. Air ticket(s) can be booked only for staff and faculties for official journey after issue of office order by competent authority as per their respective entitlements.
2. All officials would be encouraged to book their respective air ticket(s) by themselves through authorised travel agency or through Air India website by taking TA Advance. In case any official wants to book air ticket by himself in anticipation of issue of office order, then he / she may do so at his / her own risk.
3. Air ticket(s) can be booked either on the same day of issue of office order or within three working days after the issue of office order. However, as all the airlines are following dynamic fair pricing, all the officials would be encouraged to book the air ticket(s) as soon as the issue of office orders.
4. Air ticket(s) can be cancelled only after the approval of competent authority. If the air ticket(s) is cancelled due to official reasons, then the office will bear the cancellation charges. If air ticket(s) is cancelled due to personal reasons, then the person concerned will have to bear the cancellation charges.
5. Air ticket(s) can be booked on the basis of office order as per the entitlement of the concerned official and as per the guidelines issued by GOI from time to time.

6. For booking of air ticket(s) for foreign journey, all the officials will have to block the air ticket either by them or through NISER as per the journey schedule and can submit the tentative itinerary for Visa processing. All the officials would be encouraged to book air ticket(s) after getting Visa wherever possible.
7. NISER Guests (for prior approved official purpose only) would be encouraged to book their respective air ticket(s) as per their entitlement by themselves through authorised travel agency or through Air India website and get it reimbursed. However, if the guest requires, then it may be booked through NISER on the basis of office orders.
8. All the officials would be encouraged to submit their respective TA Bills within seven working days after the completion of journey period along with their respective boarding passes for further processing.


Chairman, 04/11/18
Transport Committee.

Copy to:-

1. Directorate
2. All Chairpersons
3. All Deans / FICs
4. Registrar's Office
5. All Section Heads
6. All Sections
7. Notice Boards